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CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

Created/Revised

TITLE: LANDSCAPE MAINTENANCE INSPECTOR

DEFINITION

Under general supervision, to perform varied duties related to the inspection of the work of the City's landscape maintenance contractors; to perform field inspection of landscaping, maintenance, and irrigation systems; to ensure compliance with plans and specifications; and to do other related work as assigned.

REPORTS TO: Park Maintenance Contract Administrator

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Park Maintenance Contract Administrator. May exercise lead direction over maintenance staff, as assigned.

EXAMPLES OF DUTIES

Typical duties may include, but are not necessarily limited to, the following:

- Inspects and verifies the work of contractors to ensure that they have complied with the provisions of contracts for landscaping, maintenance, and irrigation systems in the City's contract landscape maintenance areas and selected contract park areas.
- Checks work to ensure that mowing, edging, trimming, watering, tree trimming, fertilizing, and planting has been completed according to the terms and conditions of specific contracts.
- Checks work to ensure that installation and repair of irrigation systems have been completed according to the terms and conditions of specific contracts.
- Coordinates with contractors to correct deficiencies found through inspections; acts on complaints from the public or City officials.
- Assesses and evaluates the requirements for additional landscaping and/or irrigation requirements.
- Monitors, inspects, and reports on the progress of landscape maintenance projects, specifically the landscaping and irrigation requirements.
- Provides assistance and input relative to future landscape and maintenance needs for the City's parks and landscape areas.
- Prepares written reports of inspections; operates two-way radio; operates City vehicle; attends meetings and seminars.
- Adheres to, and maintains a positive attitude towards, City and Department goals.
- Provides courteous and expeditious customer service to the general public and City staff.

QUALIFICATIONS

Knowledge of:

- Customary landscape maintenance procedures.

- Current methods and practices related to irrigation systems operations and maintenance, time clocks, valves, and controls.
- Various plants, and maintenance needs, which are common in parks, slopes, and median landscaping.
- Proper methods, materials, tools, and equipment used in landscape maintenance operations.
- Construction, installation, repair, and maintenance of landscape projects.
- Basic reporting and record keeping methods.
- Appropriate safety precautions and procedures.

Ability to:

- Prepare and maintain accurate records and reports.
- Understand pertinent procedures and functions quickly, and apply without immediate supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.
- Enforce specifications on landscape maintenance contracts.
- Detect and locate faulty materials and workmanship.
- Understand and interpret landscape plans and specifications.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or equivalent.

Experience: Three years of experience in landscape installation and maintenance duties, which include interpreting plans for landscaping and irrigation layout, and standard planting and ground maintenance.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class C California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Landscape Maintenance Inspector

TO: Park Supervisor